# HANDOUT INFORMATION FOR GUPS <span style="float:right">March 17, 2008</span>

## Training Site

GDOT has provided a Training Module in GUPS so that users can practice creating Utility Permits. This module has been created to work just like the actual GUPS Production software, except that e-mail notifications WILL NOT be sent to GDOT employees and permits WILL NOT be stored.

*NOTE: The only item missing in the Training Module is the field for the original GDOT Contact requesting membership.* The Office of Utilities requests that the GDOT Contact (only) apply for original membership per the document "Process to Apply for GUPS Membership".

The site address for the Training Module is:
http://gdot-web4.dot.state.ga.us/gups-training/secure/loginApp.do

This site displays "…. **Training Site For** …." on the home page to distinguish it from the Production Site.  The sign-in codes are as follows:

### For Utility Company External Users

Member Group Code – 300000
User ID – training
Password – training

The Utility Company User will have the ability to create various users (Manager and User) for the training site and will have the ability to simulate applying for all types of permits.  The application will NOT send an e-mail to the GDOT District Office to approve or decline permits.

## Help Site

The following is the link to GUPS Help Site which can be used the Utilities to create training material:
http://gups.dot.state.ga.us/gups-www/help/internal/GUPS_Office_of_Utilities.htm

## Production Site

The GUPS Production Site is where the Utility Companies can complete an <u>actual</u> Utility Permit.  It is only accessible from outside the GDOT network.  All Utility Companies and individuals will be able to access GUPS from their company site, home or anywhere else there is an internet connection via the following address:
http://gups.dot.state.ga.us/

**Please note:   The GUPS Production Site is to be used for <u>actual Utility Permits only</u>.  All information placed in this site will be stored <u>forever</u>.  *Please do not practice or train on the Production Site.***

**Please use the Training Site mentioned above for practice, training, playing or looking up other information.**